

**WESTWOOD FREE PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING**

MEETING DATE: Tuesday, March 22, 2016

CALLED TO ORDER: at 7:36 p.m. by Dennis Farrell.

PRESENT: Martha Urbiel (MU), Dennis Farrell (DF), Mike Violano (MV), Frank Zimmerman (FZ), Bev Karch (BK), Felicia Brockner (FB), Beth Dell (BD).

SUNSHINE LAW: Read by DF.

PUBLIC FORUM: No members of the public were present.

MINUTES: A motion to accept the minutes of the January 26, 2016 meeting was made by BK; seconded by FZ. The motion carried.

TREASURER'S REPORT: The treasurer's report was presented by DF. Total checking and cash management funds are \$196,315.75. A motion to accept the treasurer's report was made by FZ and seconded by BK. The motion carried.

The current bills list (5453-5474) was read. MU explained that check 5463 to Demco for the cost of Furniture—New Shelving—will be reimbursed by the Friends of the Westwood Library. BK asked about the subscriptions to the Star Ledger (check 5472) and the Wall Street Journal (check 5474) which were both posted as \$412.40. MU investigated and found that both subscriptions were for the same cost.

A motion to accept the bills list was made by BK; seconded by FZ. The motion carried.

COMMITTEE REPORTS: None.

CORRESPONDENCE: None.

DIRECTOR'S REPORT: MU reported that the 7th Annual Green Screen program was a great week of films, speakers and gala. The Green Screen program was publicized in Community Life newspaper and website. People came from Westwood and other nearby towns.

The Library received a Bergan Country Arts Grant for \$700.00 for the Green Screen.

The Irish music concert and step dancing was well attended.

Plan for renovation of the area behind the circulation desk are proceeding. A proposal for public bid is expected to be done in the summer.

The staff participated in training on LEAP, a new circulation system that enables library card registration offsite.

MU met with the staff of Westwood schools regarding the summer reading program. There will be a "One Book Westwood" book this year; title of the book to be announced shortly.

PRESIDENT'S REPORT: None.

OLD BUSINESS: MV asked if there is an update on the Library Budget for 2016. BD reported that the town budget is in the review stages. There was discussion about advocacy by the board and asking patrons to speak at the Town Council public meeting scheduled for April 19. MV stated that he would attend and speak. MU circulated budget documents that had been submitted to the council. BD suggested that MU prepare and submit actual expenses for 2015 to compare to budgets to budget received for 2015 and the requested funds for 2016. MU agreed to prepare and submit for Board review.

NEW BUSINESS: A new HVAC service agreement with Reiner a company that is certified to maintain Lochinvar systems.

Envisionware is being installed on the Library's computers to monitor patron use.

The 8th Annual Taste of Westwood is planned for September 25th. BK asked if the Chamber of Commerce will participate this year. MU responded that she does not know yet.

DF mentioned that Westwood Library will celebrate it's 100th Birthday in 2019 and plans should start soon.

MEETING ADJOURNED: A motion to adjourn was made by FB; seconded by FZ. The meeting was adjourned by DF at 8:29 p.m.